

Academic Information Release Form Manual Process

Students who are currently enrolled at Indiana State University should obtain Enrollment Verifications online through their My ISU student portal under the "All Users" tab. If your request includes enrollment history prior to 2006, international student information, or needs official GPA information, you must request a manual Enrollment Verification using this form. This form must be signed for all requests. Picture identification must be submitted with GPA requests.

National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171
Phone: (703) 733-4200
Fax: (703) 742-7792
service@studentclearinghouse.org
<http://www.studentclearinghouse.org>

Anyone not currently enrolled at Indiana State University (including employers, etc) should obtain Enrollment Verifications and other academic directory information through the National Student Clearinghouse. If your request does not include enrollment history prior to 2006, international student information, or need official GPA information, please direct all inquiries to the National Student Clearinghouse (contact information is listed to the right.)

The Family Educational Rights and Privacy Act of 1974, as amended, requires the written consent of the student for release of confidential information. Please complete the sections below:

Student Information

Last Name First Name Middle Name University ID # (XXX-XXX-XXX)

Reason for Request of Manual Release of Academic Information

Please mark the appropriate reason(s):

- | | |
|---|--|
| <input type="checkbox"/> GPA Request | <input type="checkbox"/> Unable to Access MyISU Portal |
| <input type="checkbox"/> Enrollment History Previous to Fall 2006 | <input type="checkbox"/> Change in Status Since Last Upload to Clearinghouse |
| <input type="checkbox"/> International Student | |

I give my consent to Indiana State University to release the above information to the indicated address or fax number:

Street Address City State Zip Code Fax Number

Student Signature Date Phone Number

OFFICE USE ONLY

Student ID Checked: Yes No
(Required for GPA)

ORR Staff Member Date

SFARQST Codes: GPA = GPA Request HIST = Prior to Fall 2006 HFUT = International Student; unable to access portal; change in status